

01.01.030

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OF 4

EFFECTIVE DATE

POLICY NUMBER

12-1-92

SUBJECT

Administrative Actions

SUPERSEDES P&P OR POLICY #

DATED 7/12/91

01.01.030 APPROVED BY

TITLE

CHAPTER

RESPONSIBLE HO 199 STEM DIRECTOR

Office of the Commission

Delegation of Authority

Office of the Commission	ner		De	elega	atio	n o	f Au	itho	rity	У		C	om	mis	ssion	ner				
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LEGEND F - Final Authority R - Final Authority may be Redelegated E - Endorsement Required C - Consultation, Coordination, and/or Evaluation Required * - May not be performed by person temporarily acting in this position	Commissioner	Deputy Commissioner	Administrative Services	Engineering & Ops Stds	Information Systems	Plans, Programs & Budget	System Comptroller-AIAS	Int'l Airport Director/Mgr	System Director - AMHS	Support Services Mgr	Reservations & Mkt Mgr	Terminal & Ship Svcs Mgr	Port Captain	Engineering Mgr	Management Info Mgr	Regional Director	Planning Chief	D&C Director	M&O Director	Footnotes
Alaska Statute Revisions Department Policy Approval	F*	C F					C	C	C							C				1
Department Procedure Approval Delegation Supplement	R		F	F	F	F	F	F	F							С				2
Approval Technical Procedure Establishment and changes between depts. and with federal agencies not covered by DOT&PF delegations or standard drawings/ specs., etc.	R	F/C	F	F	F	F	F	F	F							F	F	F	F	3

- 1. Commissioner approves department position on AS revisions. Actual approval requires legislative process.
- 2. Approved by next authority above "R" position.
- 3. If establishment or changes have department-wide applications or more than one organizational unit is affected, the Deputy Commissioner must be consulted.



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Office of the Commissioner

Delegation of Authority

Commissioner

F - Final Authority R - Final Authority R - Final Authority may be Redelegated C - Consultation, Coordination, and/or Evaluation Required C - Consultation, Coordination, and/or Evaluation Required T - May not be performed by person temporarily acting in this position Delegations for Design and C - R R R R R R R R R R R R R R R R R R	Office of the Commission	ner		De	eleg	atio	n o	f Aı	itho	ority	У		C	om	mis	sio	ner				
F - Final Authority R - Final Authority R - Final Authority may be Redelegated C - Consultation, Coordination, and/or Evaluation Required C - Consultation, Coordination, and/or Evaluation Required P- May not be performed by person temporarily acting in this position Delegations for Design and Construction to State Agencies File Actions and Appear on behalf of DOT&PF in Small Claims Court Alaska Administrative Code Department Audit, Responses to Federal Agencies Emergency Traffic Reports Design Review Team F C C C C C R C R F F C C R C C R C R C R C R C R C R C R C			Hea	idquarters						AM				IHS				Regions			
Construction to State Agencies File Actions and Appear on behalf of DOT&PF in Small Claims Court Alaska Administrative Code Department Audit, Responses to Federal Agencies Emergency Traffic Reports Design Review Team R R R F R F R R R R R F R R R R F R R R R	E - Endorsement Required C - Consultation, Coordination, and/or Evaluation Required *- May not be performed by person temporarily acting in	Commissioner	Deputy Commissioner	Administrative Services	Engineering & Ops Stds	Information Systems	Plans, Programs & Budget	System Comptroller-AIAS	Int'l Airport Director/Mgr	System Director - AMHS	Support Services Mgr	Reservations & Mkt Mgr	Terminal & Ship Svcs Mgr	Port Captain	Engineering Mgr	Management Info Mgr	Regional Director	Planning Chief	D&C Director	M&O Director	Footnotes
behalf of DOT&PF in Small Claims Court Alaska Administrative C C C C C C C C C C C C C C C C C C C	Agencies	С	F						_								_				1
Department Audit, Responses to Federal Agencies Emergency Traffic Reports Design Review Team C F C C C C C C C C C C C C C C C C C	behalf of DOT&PF in Small Claims Court Alaska Administrative	С	F*								F										
Emergency Traffic Reports Design Review Team F	Department Audit, Responses to Federal	С	F	С				С	С												2
	Emergency Traffic Reports Design Review Team				F					R					F		R	С			

- Deputy Commissioner with design and construction oversight has final authority. Consultation with other Deputy Commissioner is required.
- Deputy Commissioner with budget oversight has final authority. Consultation with other Deputy Commissioner is required.



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RESPONSIBLE HOUSYS EM DIRECTOR

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	Hea	ıdqı	uart	ers		Airports				A	MH	\mathbf{S}		Regions						
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Approvals - State Projects - Federal Aid Highway Projects - Aviation Projects Sign Title Sheet for Plans, Specs. and Estimates Approval of Standard Specs., Drawings and Standard Contract Documents Clarification and Interpretation of Contract Specs. for External Affirmative Action Programs		R	R	F C				F R C	R R C					FFR		CCC		F F R C		1 1-3 2,4

- 1. Individual design sheets, plans and drawings require sealing by a registered professional engineer.
- 2. FHWA approval required on standard specifications, drawings, and contract documents for use on federal aid highway projects.
- 3. Director of Administrative Services may redelegate to Fleet Manager when applicable to the State Equipment
- 4. Authority redelegated to Statewide DBE/ExEEO Chief for external affirmative action matters, including implementation, interpretation and clarification of policies and related contract specifications and reporting requirements.



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Delegation of Authority

RESPONSIBLE HO/SYSTEM DIRECTOR

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Travel (standard per diem) - Commissioner's Staff - Deputy Commissioners - Regional/System Dir. In State Out of State - Marine Hwy Shipboard Within Region * Outside Region* - Directors	F F	F							R F				R							2
In State Out of State - Classified Staff In State Out of State - Moving Expense Authorizations Travel (Actual Costs)	F R F R	F F F	F F	F F	F F	F F	F F	F F	F F							F F	F	R F	R F	3 4

- 1. Delegated authority to approve travel does not include bulk travel purchases \$5,000 or greater.
- 2. This redelegation is limited to directors for shipboard operations. The authority for out-of-country is to adjoining portions of Canada only. All other out-of-country travel requires Governor's Office approval.
- 3. Directors/System Managers may designate in writing selected lower level managers who may approve travel where the safety and well-being of the traveling public are at risk and the Director/Systems Manager is not available.
- 4. Travel by shipboard personnel to Alaska Marine Highway vessels or terminals does not require endorsement of the Commissioner (April 30, 1984 memo).
- Region means Alaska or any operational areas.